D5 Senate Select Committee on Binles	Slide 1
	NOTES:
WELCOME	
The	
Senate Code of Official	
Conduct	
US Senate Select Committee on Stifts	Slide 2
CODE	NOTES:
CONDUCT	
This Code of Conduct Official	
Training Session satifies your	
mandatory	
requirement.	
Total Control of the	
05 Senate Select Committee on Blines	Slide 3
CODE	NOTES:
CONDUCT	
Once you have completed the Code of Official Conduct training session, you must complete the	
"Individual Certification of Completion of Ethics Training Requirement" form and turn it in	
to your office's Ethics Certification Officer.	
Select Committee on Ethics	

Select Committee on Ethics Until Stans Senate Justic Stans Senate Justic Stand Confliction of Completion of Ethics Training Requirement All Senate Members, Officers and empireyer (circlating detailers and follows)	Slide 4
All Seast Numbers. Offices and employee (including decidence and follows) (After you have desirable) were desirated operations of the contract product of the product of the contract of the c	NOTES:
Dae atmode/viewed training: (pinto exp)  Dae commerced Senate service/employment (pinto)	
Employing Sealant Office (for employees and) (pain)  Name of Separating Senator Officer (for employees and) (pain)	
Office Address (If an employments) (print) Office Please Number (If an employments) (print)	
Signature Date Signature of ECO Sispervisor Date  (Required for all Members, Officers and employers)  Classical for writing in a forming suppresses  (Required for all Members, Officers and employers)  (Required for all Members, Officers and employers)  (Signature of ECO Sispervisor Terming and Employers)  (Required for an employers)  (1) 207	
This category of information on due of commencement of Senat service/replayment is to be provided by all Senate Menitors, Officers or employees beginning Senate service or employment in calcular year 2008 or after.	
CODE	Slide 5
OF	NOTES:
CONDUCT All new Senate personnel must	
Official Conduct training within	
60 days of coming on staff.	
10 17	
15 24	
US Senate Select Committee on Bilites	Slide 6
MEMBERS	NOTES:
Barbara Boxer John Cornyn	
California Texas	
California  Chairman  Texas  Vice Chairman	
WILLIAM TO THE STATE OF THE STA	
WILLIAM STATES	
All new Senate personnel must obtain the mandatory Code of Official Conduct training within 60 days of coming on staff.  COMMITTEE MEMBERS  Barbara Boxer  John Cornyn	

US Senate Select Committee on Binics	Slide 7
THE PROPERTY OF THE PARTY OF TH	NOTES:
RUIE	
III GIFTS	
US Senate Select Committee on Stines	Slide 8
NO GIFTS FROM LOBBYISTS	NOTES:
Members, officers, and employees of the	
Senate may no longer accept any gift from a registered lobbyist or	
registered lobbyist or foreign agent, or an entity that employs or retains the same, unless a specific exception to the Gifts Rule applies.	
a semple from	
US Senate Select Committee on Links	Slide 9
GENERAL RULE  If not a lobbyist or foreign agent, or entity that employs or retains a lobbyist or foreign agent.  1. One time limit - \$49.99  2. Yearly aggregate limit - \$99.99  3. "no limit" - \$9.99 or less	NOTES:
- Company	

US Senate Select Committee on Bilics	Slide 13
WHO IS RESTRICTED?	NOTES:
1. Members, officers, and employees	
2. Gift to a family member may be attributed to the Member, officer, or employee	
US Senate Select Committee on Bilics	Slide 14
NO BUY - DOWN	NOTES:
You cannot buy down a gift to	
bring it under the \$50 limit.	
- Chamberton	
US Senate Select Committee on Bilics	Slide 15
AGGREGATION	NOTES:
Divisible Gifts can accept one and refuse or pay for the others	
office (Softball Rule) may be aggregated and deemed one gift to the Senator	
Food delivered to an office (Pizza	
to the Senator	
* Pointer: Even if food delivered to an office otherwise complies with the Rule, it may not be accepted if the person sending it has a direct interest in particular legislation that the staff is working on.	

DS Senate Select Committee on Bilics	Slide 16
NO SOLICITATION	NOTES:
EVER!!!	
US Senate Select Committee on Bililes	Slide 17
May NOT accept cash or cash	NOTES:
equivalent gifts.	
NUM	
US Senate Select Committee on Builes	Slide 18
<b>Some 20+</b>	NOTES:
<b>EXCEPTIONS</b> TO CLEVE DILLE	
TO GIFTS RULE	

US Senate Select Commit	tee on Othics	Slide 19
	Dolatinas - 25 4/h\/4\	NOTES:
1. Girts fron	n Relatives -35.1(b)(1)	
	ed on Personal 35.1(c)(4)(A)	
3. Gifts from Employee -3	n Another Member or 35.1(c)(6)	
4. Contribut Trust Fund	ions to Legal Expense -35.1(c)(5)	
To make the same		
US Senate Select Commit	tee on Bililes	Slide 20
5. Benefit	s resulting from outside	NOTES:
dusiness c (i.e., spous	or employment activities se's law firm)	
<b>6.</b> Pensio 35.1(c)8)	n and Other Benefits -	
7. Inform 35.1(c)(9)	ational Materials - )	
	s or Prizes from Public -35.1(c)(10)	
US Senate Select Commit	iee on Bilies	Slide 21
9. Honorary I Monetary Aw Public Service	Degrees and other Non- vards in Recognition of ce - 35.1(c)(11)	NOTES:
10. Home S Promotional 35.1(c)(12)	State Products for Purposes/Artwork -	
	y-Connected Training in enate - 35.1(c)(3)	
<b>12.</b> Bequest 35.1(c)(14)	ts and Inheritances -	

US Senate Select Committee on Ethics	Slide 22
13. Anything (Officially-Connected) Paid for by Federal, State, or Local Governments - 35.1(c)(16) Native	NOTES:
American Tribe	
<b>14.</b> Personal Hospitality - 35.1(c)(17)	
15. Widely-Attended Event	
<b>16.</b> Free Attendance at a Charitable Event - 35.1(d)(3)	
17. Attendance at a Fund-raising Event Sponsored by a Political Organization -35.1(c)(2)	
Table Marie	
US Senate Select Committee on Brines	Slide 23
18. Benefits Available to a Wide	NOTES:
Group, Not Defined by Senate Employment - 35.1(c)(19)(A) or (D)	
19. Commemorative plaques and trophies -35.1(c)(20)	
20. Food and Refreshments Other Than As Part of a Meal -35.1(c)(23)	
21. Items of Little Intrinsic Value - 35.1(c)(23)	
the state of the s	
US Senate Select Committee on Bilites	Slide 24
New Exception:	NOTES:
Free Attendance at a constituent event	
must be in home state. group primarily consists of constituents and at least 5 constituents present at event.	
no lobbyist or foreign agent in attendance at event. value of meal must be \$ 49.99 or less	
V.59	
Constitution of the Consti	

US Senate Select Committee on Ethics	Slide 25
TRAVEL RULES	NOTES:
Lobbyists Entities That Do or Not Employ or Non-profit Empirement	ies That loyor in
	//1 night
Pre- approval Required NO TRAVEL Yes Yes Yes	
The state of the s	
US Senate Select Committee on Bibles	Slide 26
TRAVEL REVIEW PROCESS AND REQUIRED PUBLIC FILINGS  (for privately sponsored travel)	NOTES:
Must submit a completed travel package to the Ethics Co	mmittee
□ Travel Package must include	
A copy of the invitation from the sponsor.  A copy of the signed and completed "Private Sponsor Certification Form" with any	
attachments.  A copy of the "Employee Advance Travel Authorization and Disclosure Form" with Part I signed by the employee and supervising	
Senator/Officer.	
- American	
US Senate Select Committee on Etinics	Slide 27
TRAVEL REVIEW PROCESS AND REQUIRED PUBLIC FILINGS (for privately sponsored travel)	NOTES:
Within 30 days of returning from trip origin documents must be filed with Office of Public Records (OPR) in 232 Hart.	al
Senators/Officers follow the same procedure except they are required to complete a "Disclosure of Travel Expenses form rather than a staff travel form.	3"
Incomplete travel packets or complete trav packets submitted later than 30 days prior to travel departure date will not be considered or approved.	el

TRAVEL RULES  Travel must relate to Senator's / Officer's / staff member's official duties.	Slide 28
	NOTES:
Senate invitees may not participate in trips planned, organized, arranged or requested by a lobbyist or foreign agent.	
Travel expenses for a Senate invitee's spouse or child (but not both) may be permissible if the family member has received an unsolicited	
invitation from the sponsor and the supervising Senator determines in advance and in writing that the spouse or child's	
attendance will assist in representing the Senate.	
Same Same	
US Senate Select Committee on Etinics	Slide 29
TRAVEL RULES	NOTES:
For all trips other than one-day trips paid for by sponsors that employ or retain lobbyists or foreign agents, a lobbyist or foreign agent may	
not accompany a Senator, Officer, or staff member "at any point throughout the trip." Lobbyist accompanyment is forbidded on any parts of the travel to and from the event, as well as at the event	
itself or location being visited.  For one-day trips paid for by sponsors that employ or retain lobbyists or foreign agents, a	
lobbyist or fetall lobbyists or foreign agents, a lobbyist or foreign agent may not accompany a Senator, Officer or staff member on "any segment of the trip."	
"Any segment of the trip" means any parts of the travel to and from the event, rather than the event itself or the location being visited.	
- Commission	
US Senate Select Committee on Ethics	Slide 30
TRAVEL RULES	NOTES:
Acceptable sponsor may pay for the "necessary expenses" of travel for participating Senate personnel.	
"Necessary Expenses" include:  Reasonable expenditures for transportation, lodging, conference fees and materials, and food and refreshments.	
- Coach rate	
- expenses must be generally comparable to the maximum per client rates for official government travel.  Prohibited Expenses:  - Charter airfare is prohibited for third party sponsored travel - Alcoholic beverages - Recreational activities - Personal expenses such as telephone calls Entertainment unless provided to all attendees as intregal part of the event.	
Entertainment unless provided to all attendees as intregal part of the event.     First class airfare without prior written approval from the Ethics Committee.	
The state of the s	

US Senate Select Committee on Blines	Slide 31
FOREIGN GOVERNMENT PAID TRAVEL	NOTES:
FGDA  * Gifts as souvenir or mark of courtesy up to \$100	
* Travel expenses completely outside the US	
Program approved by the State Department Travel must be disclosed on the Annual Financial Disclosure	
form, but not the RE -1/2 form (Pre-approval not required)	
US Senate Select Committee on Diffes	Slide 32
National Party Conventions	NOTES:
During National Party Conventions for their respective political parties, a Member may	
not participate in an event honoring that  Member, if such an event is directly paid for	
by a lobbyist, or a private entity that employs or retains a lobbyist, unless a Member is being honored as the Party's presidential or vice-presidential nominee or presumptive nominee.	
US Senate Select Committee on Dinies	Slide 33
Never accept a gift if it appears that it is given to influence or reward official action.	NOTES:
To sum the sum of the	

BRIBERY VS.	Slide 34
	NOTES:
ILLEGAL GRATUITY  Bribery	
is explicit <i>quid pro quo</i> ; induces official action    Illegal Gratuity   is a reward for favorable official action	
The state of the s	
GO 15 JAIL	
The state of the s	
US Senate Select Committee on Stines	Slide 35
MARIELLAND	NOTES:
Political / Campaign Activity	
MILL	
TA VOTE	
- Company	
US Senate Select Committee on Bilites	Slide 36
GENERAL RULE	NOTES:
Staff may participate in political / campaign activity:	
* on their own time * with non-Senate resources	
VOTE	
****	
P AND THE STREET	

US Senate Select Committee on Philes	Slide 37
"Regular" Senate Employee	NOTES:
MAY NOT	
receive	
solicit be custodian of	
or distribute	
campaign funds of any FEDERAL candidate	
FEDERAL candidate	
US Senate Select Committee on Philes	Slide 38
Political Fund Designees = PFD	NOTES:
Senator may Designate up to 3 PFDs	
at least 1 PFD must be in DC  PFDs must have	
salary of at least \$10,000	
PFDs must file annual financial disclosure statement	
regardless of salary level	
Anni Carlo	
US Senate Select Committee on Ethics	Slide 39
PFD may handle funds for	NOTES:
principal campaign committee of the employing Senator	
for a committee or	
organization established and controlled by a Senator or group of Senators (with the	
employing Senator's permission)  state or local committee of a	
national party (with the employing Senator's	
permission)	

US Senate Select Committee on Ethics	Slide 40
PFD MAY NOT handle funds for	NOTES:
committee set up by a trade organization interest groups corporations  labor unions public policy or advocacy groups	
US Senate Select Committee on Bilites	Slide 41
What may a	NOTES:
mill non-PFD do?	
plan events or set-up for fundraiser	
The same of the sa	
US Senate Select Committee on Ethics	Slide 42
No Campaign Activity in a	NOTES:
Federal Building - 18 U.S.C. Section 607	
NO soliciting or receiving contributions in a federal building by any Member, officer, or employee	

115 Senate Select Committee on Blines	Slide 43
No Campaign Activity in a Federal Building - 18 U.S.C. Section 607  Unsolicited Mail Containing Contributions  Unsolicited in Person Contribution  Mixed-Purpose Office Visit	NOTES:
Ban on Solicitation of Federal Employees - 18 U.S.C. Section 602	Slide 44 NOTES:
Ban on Political Contributions to Employing Senator - 18 U.S.C. Section 603	Slide 45 NOTES:

US Senate Select Committee on Bilies	Slide 46
Mixed Purpose (Official &	NOTES:
Campaign) Letters/Phone Calls/E-mail	
XIIII	
US Senate Select Committee on Ethics	Slide 47
Limited Minimal Overlap of Campaign and Official	NOTES:
Activity Is O.K.	
NI III	
Campaign Official	
Activity Activity	
	Slide 48
	NOTES:
Mixed Purpose Travel	
Expenses may be pro rated on a reasonable basis to accurately reflect the purpose of the trip	
FEC Contact: Duane Pugh @ (202) 694 -1006	
0.00	
000	

US Senate Select Committee on Ethics	Slide 49
General Appropriations Statute	NOTES:
Moratorium	Slide 50 NOTES:
60 days prior to a primary or general election a Senator is prohibited from certain activities.	NOTES.
1 Suit Day	
US Senate Select Committee on Bilics	Slide 51
Moratorium  60 Moratorium  No mass mailing 60 days prior to primary (only if up for ro	NOTES:
No mass mailing 60 days prior to primary (only if up for re- election) or general biennial election (regardless of being up for re-election)  No use of Senate television or radio recording studios.	
May not send out unsolicited e-mail (if up for re-election) if not in direct response  Senate will not pay for the maintenance of a mobile office.	
Other than the actual costs of transportation, the Senate will not pay for the cost of official travel (no food or lodging per diem)	
No moratorium if election is uncontested and no legal possibility for a write-in candidate.	
description.	

US Senate Select Committee on Ethics	Slide 52
MARAGEMENT	NOTES:
CONFLICTOF	
INTEREST	
37	
US Senate Select Committee on Stintes	Slide 53
The Basics	NOTES:
No "Cashing In" on Senate Position.  ** Senate Rule 37(1)  ** May not undertake any outside activity	
May not undertake any outside activity that creates a conflict of interest.  ** Senate Rule 37(2)	
US Senate Select Committee on Ethics	Slide 54
Legislative Action	NOTES:
Senate Rule 37.4  May not use Senate position to introduce legislation to further one's own pecuniary	
interest	

US Senate Select Committee on Blines	Slide 55
A Principal Purpose of Legislation	NOTES:
cannot be:  To further financial or monetary interest of	
* Primarily Member, Officer, or employee Our Purpose	
or of a limited class to which a Member, Officer, or employee belongs	
US Senate Select Committee on Bilics	Slide 56
Appropiations Rule	NOTES:
A Senator who requests an earmark shall certify in writing to the Chairman and Ranking	
Member of the committee of jurisdiction, the purpose of the earmark, and that neither the	
Senator nor the Senator's immediate family has a financial or monetary interest in the earmark.	
Solect Committee  On this solect Committee	
15 Senate Select Committee on Blines	Slide 57
Immediate Family (defined)	NOTES:
father, mother, son, daughter, brother, sister, husband, wife,	
father-in-law and mother-in-law.	

US Senate Select Committee on Blines	Slide 58
Committee Staff Holdings Senate Rule 37.7	NOTES:
The Basics  Committee staffer	
earning more than \$25,000 a year employed for more than 90 days  must divest himself of any substantial holdings which may be	
directly affected by the actions of the employing committee	
US Senate Select Committee on Ethics	Slide 59
Outside Employment	NOTES:
Senate Rule 37.5	
May not conflict with Senate duties;	
Must be approved by supervising Senator in writing;	
Must report to Senator on starting of activity and	
each May 15 <sup>th</sup> thereafter.	
US Senate Select Committee on Blines	Slide 60
Anyone earning \$25,000 - \$111,676 a year and	NOTES:
employed for more than 90 days in a calendar year  Senate Rule 37.5(a)	
MAY NOT:  Affiliate with outside business for purpose of providing professional services for compensation;	
Permit their name to be used by outside business providing professional services for compensation; ( <i>IlR 145</i> ). Practice a profession for compensation to any extent during regular office hours in the employing Senate office.	
As long as the individual avoids	
affiliating with a firm, he or she may practice a profession during off hours.	
dentil mu	

US Senate Select Committee on Blines	Slide 61
Anyone making at or above 120% of 65-15 = \$111,676 (CY 2007)	NOTES:
Senate Rule 37.5(b)  MAY NOT:	
Receive compensation for affiliating with or being employed by a firm, partnership, association, corporation, or other entity which provides	
professional services involving a fiduciary relationship;  Provide professional services resulting in a	
fiduciary relationship to anyone for compensation;  Be employed by a firm that provides professional	
services; Outside earned income limit of \$24,780.	
The same of the sa	
US Senate Select Committee on Bilites	Slide 62
Officer, Board or Advisory Service Rule	NOTES:
Senate Rule 37.6(a)  Service on the board of an outside organization involves a fiduciary duty and an increased	
potential for an appearance of a conflict of interest.	
US Senate Select Committee on Ethics	Slide 63
If employed for more than qo-days	NOTES:
and earn over \$25,000  MAY NOT	
* Serve as officers or members of the board of any publicly-held or publicly-regulated company.	
Uncompensated service as an officer or board member of a tax-exempt organization (IRC Section 501(c)(3)), and an organization which is	
principally available to Members, officers and employees of the Senate and their families.	
Change States	

15 Senate Select Committee on Stiffes	Slide 64
BUT WATCH FOR	NOTES:
Federal-Funding Conflict	
Subject-Matter Overlap Conflict  Senate  Non-Profit	
US Senate Select Committee on Bilites	Slide 65
Charitable Fundraising Events	NOTES:
In their personal capacity Senators may serve as honorary chairpersons of non-profit	
events or charity events if consistent with Rule 37.	
Fundraising Event	
- Campaine	
US Senate Select Committee on Brines	Slide 66
Effective Date of	NOTES:
New Post-Employment Lobbying Restrictions	
Adjournment Sine die of the 1st Session of the 110th Congress or	
December 31, 2007  * whichever is earlier	
11 15 16 17 21 22 23 24	
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US Senate Select Committee on Bilics	Slide 67
Post-Employment Lobbying	NOTES:
Restrictions Senate Rules 37.8 and 37.9  Members: Can not lobby Congress for two years	
Staff paid more than 75% (\$123,900 for CY 2007) of a Member salary: Can not lobby the Senate for one year Staff paid less than 75% (\$123,900 for CY 2007)	
of a Member's salary: Can not lobby employing office or committee for one year	
US Senate Select Committee on Bililes	Slide 68
Rule on Negotiating for future employment	NOTES:
Senator who wants to negotiate for jobs involving lobbying must wait until successor is elected.	
successor is elected.  Senator who negotiates for employment not involving lobbying are similarly restricted unless,	
Senator files statement with Secretary of the Senate within 3 days of beginning such negotiations.	
US Senate Select Committee on Brities	Slide 69
Rule on Negotiating for future employment	NOTES:
Senior Staff who earn more than 75% of a	
Member's Salary (\$123,900 for CY 2007) must notify the Ethics Committee in writing within 3 days of beginning job negotiations or entering an arrangement with a private employer.  Senior Staff engaging in job negotiations with	
private employers must recuse themselves from legislative matters that create a conflict of interest, or the appearance of a conflict of	
interest and notify the Ethics Committee in writing of such recusals and negotiations.	

US Senate Select Committee on Diffes	Slide 70
Negotiations	NOTES:
(defined)  The discussion of terms and conditions of employment after an offer has been made	
and the Senator or staffer is considering accepting.	
11 05 Senate Select Committee on Ethics	Slide 71
Rule on	NOTES:
Lobbying by Member Spouses and Family	
If a Member's spouse or immediate family member is a registered lobbyist,	
or is employed or retained by such a registered lobbyist, or an entity that hires or retains a registered lobbyist,	
that Member shall prohibit all staff supervised by that Member from having any contact with that spouse or	
family member that constitutes a lobbying contact.	
To any formation of the second	
US Senate Select Committee on Ethics	Slide 72
Lobbying by Member	NOTES:
Spouses and Family	
Staff of a Member are also prohibited from having any lobbying contact with a Member's spouse who is a registered lobbyist, or is employed or retained by such a registered lobbyist.	
opening trans	

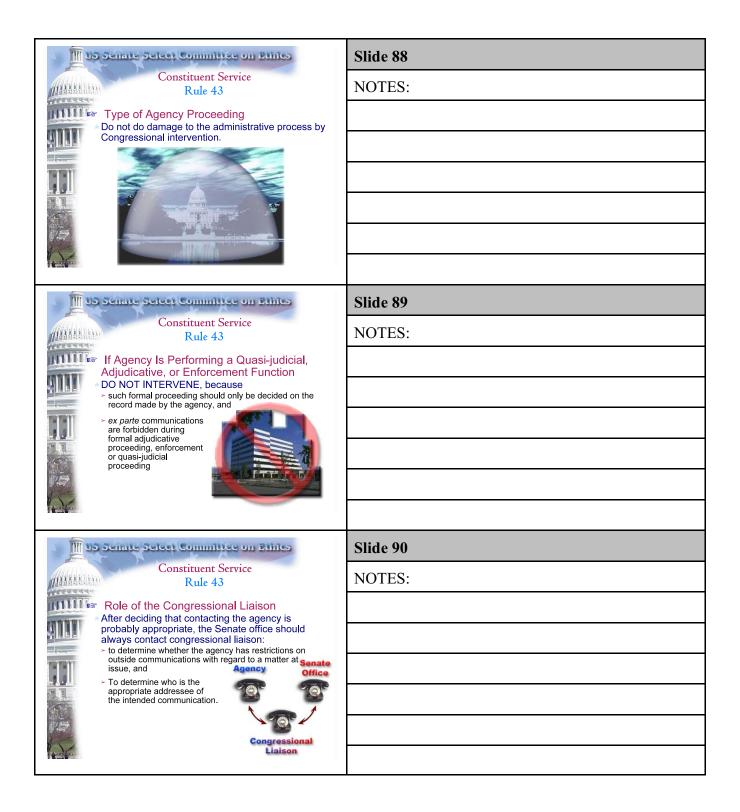
US Senate Select Committee on Bilics	Slide 73
Lobbying Contact (defined)	NOTES:
2 USC § 1602(8)	
The term "lobbying contact" means any oral or written communication (including	
an electronic communication) to a covered executive branch official or a	
covered legislative branch official that is made on behalf of a client with regard	
to	
US Senate Select Committee on Bilics	Slide 74
Lobbying Contact (defined)	NOTES:
the formulation, modification, or adoption of Federal legislation (including legislative proposals);	
* the formulation, modification, or adoption of Federal Rule, regulation, Executive order, or any other program, policy, or position of the United States	
Government;  * the administration or execution of a Federal	
program or policy (including the negotiation, award, or administration of a Federal contact, grant, loan, permit, or license); or	
* the nomination or confirmation of a person for a position subject to confirmation by the Senate.	
The state of the s	
US Senate Select Committee on Ethics	Slide 75
Honoraria Ban Senate Rule 36	NOTES:
Honorarium is a payment for an appearance, speech, or article (other than a book).	
<ul> <li>Absolute ban on honoraria received by Members, officers, or employees.</li> <li>Committee may not grant waivers for</li> </ul>	
honoraria.	
- The state of the	

US Senate Select Committee on Binles	Slide 76
Charitable Contribution in	NOTES:
Lieu of Honoraria  Organization may make \$2,000 charitable	
contribution in lieu of honorarium to a Senator.	
Charity may not benefit Member or employee.	
* Honoraria must be reported on financial disclosure form.  * If donation is from lobbyist or	
foreign agent, it must be reported to Secretary of the Senate within 30 days	
A Company of the Comp	
US Senate Select Committee on Stines	Slide 77
Teaching Senate Rule 37.5(b)	NOTES:
Teaching may not be an avenue to circumvent the honoraria ban.	
i upanganan	
US Senate Select Committee on Ethics	Slide 78
Ethics Committee Approval for Teaching	NOTES:
Members and those earning in excess of 120% of	
GS-15 (= \$111,676) may not teach for compensation unless they receive prior approval by the Ethics Committee.	
Staff earning less than 120% of GS-15 are encouraged, but	
are not required, to receive prior approval to teaching.	
APPROVED	
- A Total	

US Senate Select Committee on Bilites	Slide 79
MANAGEMENT CONTRACTOR OF THE PARTY OF THE PA	NOTES:
WIIII PROHIBITION ON	
Unofficial	
OFFICE ACCOUNTS	
AND INTERPRETATIVE RULING 444	
The state of the s	
US Senate Select Committee on Bilities	Slide 80
General Rule	NOTES:
No private donations, cash or goods or services, are allowed in support of official Senate activities or expenses.	
expenses.	
- American	
US Senate Select Committee on Stines	Slide 81
Free Interchange of Information	NOTES:
Senator may seek and accept advice on legislative issues from outside organizations.	
Outside organizations may provide ideas,	
information, memoranda, research, legislative language to	
the Senator as long as it is unsolicited.  BUT Senate office may	
not direct or control an outside organization to do Senate work.	

US Senate Select Committee on Bilics	Slide 82
"Official" or "Officially - Connected" Expenses May Be Paid From  Appropriated Funds, Member's personal funds, Campaign funds, Reimbursement from private parties in context of approved fact-finding travel.	NOTES:
Special Rules For Appropriated Funds  Appropriated funds may not be used to pay for gifts or refreshments.  Consult Committee on Rules and Administration.	NOTES:
Special Rules For Campaign Funds  May not use campaign funds to:  Supplement franking allowance (may only use appropriated funds);  Pay employee salaries (may only use appropriated funds or Senator's personal funds);  Pay for office space (may only use appropriated funds);  Buy office equipment and any associated information technology services (use only appropriated funds);  Support Home State Office (may only be paid for with appropriated funds);  Pay Committee expenses (may only be paid for with appropriated funds).  If campaign funds are used to purchase something, campaign funds must be used to maintain it.	NOTES:

US Senate Select Committee on Bililes	Slide 85
	NOTES:
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SERVICE	
Continue of the Continue of th	
US Senate Select Committee on Blines	Slide 86
Constituent Service Rule 43	NOTES:
Appropriate Requests to Executive and Independent Government Officials and Agencies	
* status report	
urge prompt consideration arrange interviews or appointments	
* express judgments	
call for reconsideration anything similar	
Constituent Service	Slide 87
Rule 43	NOTES:
Merits of the Request Would Senate office perform similar services for any constituent similarly situated?	
Is the constituent a campaign contributor? Consider:	
> history of donations > proximity of donation and actions requested	



D5 Senate Select Committee on Blines	Slide 91
	NOTES:
Inter	
THE	
FRANK	
1. Africal Maries	
DS Senate Select Committee on Bililes	Slide 92
What Is the "Frank"?	NOTES:
The frank is the facsimile signature of a Senator in corner of envelope that takes the place of stamp	
and authorizes sending OFFICIAL material through the domestic mail without prepayment of postage.	
Haital States Senate  Will show the Control of the Act of the Control of the Cont	
US Senate Select Committee on Bilites	Slide 93
Who May Use the Frank?	NOTES:
Senators Senator Elect Senator	
<ul> <li>✓ Vice President</li> <li>✓ Senate Committees under the frank of the chairman for official Committee business only</li> </ul>	
Sergeant at Arms Republican Conference Democratic Caucus	

15 Senate Select Committee on Blines	Slide 94
Who Is Responsible for the Use of the Frank?	NOTES:
Each Senator is personally responsible for ensuring	
that the use of the frank complies with the law, Senate Rules and	
regulations and interpretive rulings of the Ethics Committee.	
Is Violation of the franking privilege     may result in your Senator being	
held personally responsible for the cost of the mailing. If the office uses the frank for personal purposes,	
criminal fines are possible.	
US Senate Select Committee on Blines	Slide 95
Restitution for Misuse of the Frank	NOTES:
The Committee will view as an act of good faith an offer by a Member to pay restitution to the Treasury for the cost of improper use of the franking privilege.	
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Canada muni	
US Senate Select Committee on Bilics	Slide 96
No Loan of the Frank	NOTES:
May not loan the frank to outside group or organization, e.g., include an outside organization's pamphlet in a franked mailing, may	
not lend text of document to outside organization.	

15 Senate Select Committee on Blines	Slide 97
Features of Frankable Mail  Must be official;  May not be political, partisan, campaign, charitable solicitation, or personal.	NOTES:
Charlable solicitation, of personal.	
US Senate Select Committee on Bilics	Slide 98
Frankable Mail	NOTES:
Matters of Public Concern and Congressional Actions;	
<ul> <li>☞ Official Newsletters and Press Releases;</li> <li>☞ Questionnaires Seeking Public Opinion;</li> </ul>	
<ul><li>■ Mail between DC and State Office;</li><li>■ Mail to Other Members of Congress and all</li></ul>	
other legislators;  Congratulations on Public Distinction.	
Continued	
US Senate Select Committee on Bilics	Slide 99
Frankable Mail	NOTES:
Federal Regulations or Federal Publications Containing General Information;	
Nonpartisan Voter Registration or Election Information; Riographical Material or Pictures in Federal	
<ul> <li>Biographical Material or Pictures in Federal Publications or in Direct Response;</li> <li>Whole or part of the Congressional Record;</li> </ul>	
Public Service Material; Created with government appropriated funds;	
Seeds and Agricultural Reports.	
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Nonfrankable Mail	NOTES:
Laudatory and Complimentary to Member on Personal Rather than Official Basis;	
Holiday Greetings Unless They Are Incidental Reference in Otherwise Frankable Mail;	
<ul> <li>Member's Family Activities Other Than in Connection With Official Function;</li> <li>Solicitations for Political Support or Financial</li> </ul>	
Assistance;  Personal Mail;	
Condolences or Congratulations on Personal Distinction;	
The same of the sa	
US Senate Select Committee on Blines	Slide 101
Mass Mailing	NOTES:
Mass Mailings must be franked. Mass Mailing is a mailing of 500 or more substantially similar pieces of mail within 1 session of Congress,	
regardless of whether the pieces are mailed at same time or separately.	
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What Isn't a Mass Mailing  Mail in Direct Response	NOTES:
Mail to other Members of Congress, federal, state,	
or local officials;  News Releases to the Media;	
Town Meeting Notices;  ■ Federal Publication or	
Item Provided to All Senators or Made Available for Purchase	
With Official Funds for Distributions;  Responding to signed	
petition.	

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More about Mass Mailings (Often seen in form of newsletters)  Not more than 2 legal-size sheets; Prepared by or for Senator making the mailing; Information concerning views of or otherwise relating to Senator; No gratuitous biographical information; Limited to 8 personal references (name of Senator) per page; Senator's name other than in the masthead may not have font larger that 1/4 of an inch; It Limited to 4 photos of the Senator; Photos must relate to the text;  Continued	NOTES:
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More about Mass Mailings  (Often seen in form of newsletters)  At bottom of first page must print the phrase "PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE" in 7 point type.  May not be personal or partisan  Committee newsletters send under the frank of the chairman must be relating to normal and regular business of the committee and not focus unduly on chairman;  Must be prepared by the office of Printing, Graphics, and Direct Mail, may not use private funds to purchase paper, print or prepare any mass mailing material;  Mass mailings must be registered quarterly.	NOTES:
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Senate Letterhead  Official Senate Letterhead may only be used for official Senate business.	NOTES:

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Ethics Committee Website	NOTES:
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Selected Ministration Square Design Agency Committees on Patrice Select Co	
ethics.senate.gov	
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Helpful Items on Website	NOTES:
Financial Disclosure Report  Travel Forms  Private Sponsor Travel Certification Form	
Privately-Sponsored Travel Checklist Regulations and Guidelines for Privately-Sponsored Travel Regulations and Guidelines for Privately-Sponsored Travel (Glossary) Senators and Officers Disclosure of Travel Expenses	
Employee Advanced Travel Authorization and Disclosure Form  Acceptance of Gifts From a Foreign Government or Multinational Organization  ™ Training Forms  Training Implementation Memo	
Ethics Certification Officer Designation Form     Other Forms     Disclosure by Senior Staff of Employment Negotiations and Recusal     Form 37.3 Statement of Outside Business or Professional Activity or Employment	
Form 37,14 Disclosure by Member of Employment Negotiations and Recusal Form 41.1 Designation of Staff for Limited Political Fund Activity Form 41.3 Agreement to Comply with the Senate Code of Official Conduct Form 41.4 Agreement to Comply with the Senate Code of Official Conduct Form 41.6 Supervisor's Report on Individuals Who Perform Senate Services	
Sample Blind Trust Agreement	
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IF YOU HAVE ANY	NOTES:
QUESTIONS, PLEASE CALL	
The Senate Select Committee	
on Ethics	
224-2981 (main) 224-7416 (fax)	
mailbox_office@ethics.senate.gov (email)	
All Advice is Confidential	